

TENT PREPARATION CHECKLIST

FEE FOR USING THE TENT

- ✓ A check for the maintenance fee **MUST** accompany the Application for Scheduling. Make payment to Evangeline Baptist Association (*\$400.00 for up to 7 days; \$500.00 for up to 14 days for the rent or \$100.00 if you have been trained and will not need a consultant*).

In the event of a cancellation, you must notify our office at least 30 days in advance of the scheduled tent date. Otherwise, we will be obligated to charge a fee of \$100.00.

- ✓ Call or visit your local City hall to find out if you need a permit. Do not assume that because your site is in an unincorporated area, you do not need a permit.
- ✓ You will need to contact your local Fire Department. There are certain rules and regulations that fire laws demand.
- ✓ A “**Certificate of Flame Resistance**” will be required by local Authorities before they will grant permits for the tent. This is provided by the Evangeline Office upon request.

IMPORTANT: You are required to provide **LIABILITY INSURANCE** on the tent when it is set up somewhere other than church property. The best procedure is to ask your insurance company to put a “rider” on your regular policy.

SETTING UP THE TENT

- ✓ A Consultant is provided to take the tent to your location and will direct and assist in erecting and taking down the tent.
- ✓ Enlist at least 10 **STRONG** men to help put up and take down the tent.

DO NOT WALK ON THE TENT! If you must be on the tent, take off your shoes and crawl down the webbing. The majority of damage occurs from carelessness. Walking on the tent or the side walls will cause holes. Some report the side walls have been laid on muddy ground for people to walk on. **THIS MUST NOT BE DONE!**

CARE FOR THE TENT DURING THE EVENT

- ✓ You are responsible for any vandalism on the tent while it is rented.
- ✓ In some areas of the city, you may need to have someone near or in the tent at all times for security purposes.
- ✓ If the tent is torn or damaged, please contact the Evangeline Baptist Association Office.